Student Guide to Reserving Space in Farrell Hall

NOTE: Faculty & Staff representatives reserving space on behalf of students need to refer to the Event Planning Guide.

**STEP 1: Identify the purpose and objective of your meeting/event/program**

**Program Specific**
- Large group study session for more than 10
- Large work session for more than 10
- Part of the degree experience for all students in your program/class year

**School of Business Graduate SGA (GSGA) Registered Student Club/Organization**

**School of Business Affiliated Undergrad Student Club/Organization**

**Non-School of Business Club/Organization**
- Any club or organization not chartered through School of Business GSGA or undergraduate club without a business focused mission

**Individual or Small Group**
- Small group study session for less than 10
- Presentation practice
- Individual studying
- Small group work for less than 10
- Personal Use

**STEP 2: Connect with the proper School of Business resource as it aligns with your purpose and objective:**

**Contact your Program Representative**
- Undergraduate program: Dru Simpson
- MSA program: Mary Knapp
- MSBA program: Cherie Fu
- MSM program: Kaitlyn Cooper
- WS MBA program: Christa Hitengoku
- CLT MBA programs: Matt Ganderson

**Contact Staff Advisor of GSGA**
- Amanda Horton

**Contact Assigned School of Business Faculty Advisor Administrative Support**

**Log into DeaconSpace to reserve space in other campus facilities:**
- Designate club/org using group name
- Contact Benson University Center for assistance

**Space cannot be reserved for these types of usage. Consider using one of the following common spaces:**
- Open Areas in Farrell Hall: Founders Living Room, 2nd & 3rd Floor Commons, Outdoor Space
- Information Commons
- Farrell Hall Study Rooms
- Other On-Campus Locations: ZSR Library, Benson University Center, Starbucks, Hearn Plaza (the Quad)

Updated 10/15/2018